

**Friends of Heptonstall Museum**

# **Trustees Annual Report**

**12 August 2022 – 31st March 2023**

**Charity number: 1200045**

The Museum  
Old Grammar School  
Church Yard Bottom  
Heptonstall  
Hebden Bridge  
HX7 7PL

[heptonstallmuseumfriends.org.uk](http://heptonstallmuseumfriends.org.uk)

## **Objectives and Activities**

The Friends of Heptonstall Museum exists to establish and maintain a museum in Heptonstall for the benefit of the public. It aims to pursue a community asset transfer to reopen Heptonstall Museum.

We want to create and sustain a community-run museum that:

- Provides a place where we can come together to explore our shared past and build a shared future.
- Embraces our collective creativity and sparks the imagination.
- Supports economic, social, and environmental sustainability in our museum and our village.
- Makes our village and our planet better places to live and a welcoming place for everyone.

## **Achievements and Performance**

This represents our first (partial) year as a CIO.

- Community Asset Transfer of Museum

We have made strong progress on our community asset transfer and are at the final stages of negotiating the lease on the museum building and joint working and loan agreements with Calderdale Council.

- Business Planning

We have commissioned surveys on the museum building and developed a business plan. The business plan sets out our objectives over the coming years as well as including detailed assessment of the viability of our proposals.

We have received a number of grants towards costs (legal services, professional fees) associated with the asset transfer and establishment of the CIO.

We have launched a membership scheme.

We have submitted an initial project enquiry with the National Heritage Lottery Fund for a first phase bid to cover initial repairs to the museum building and a feasibility study to future development.

- Programme of Events and Exhibitions

Although we have not yet signed the lease on the museum we have been able to access the museum for events under license from Calderdale Council, including events connected with the Sylvia Plath festival and a Christmas craft fair. We are about to launch a regular series of 'Poetry at the Museum' readings and workshops. We have begun to explore a future education offer.

We have been developing our first exhibition, 'The Criminal Coiners', co-curated through community workshops. This utilises the TV set that has been constructed within the museum to tell the true story of the Cragg Vale coiners, subject of a major BBC TV series to be broadcast later this year. We hope this will provide a strong offer to visitors and sustain interest in the museum and the area's history.

- Organisational Development

We have continued to develop the range of skills within the trustees. We have in place a range of policies: Artefact Donation; Collections; Complaints; Conflict of Interest; Data Protection; Document Retention; Equal Opportunities; Privacy; Reserves; Safeguarding Policy; Trustees' Code of Conduct; Volunteers.

## Financial Review

There are no concerns about the charity's ability to continue as a going concern.

No fund or subsidiary undertaking is materially in deficit.

No Funds are held as Custodian Trustee on Behalf of Others

The charities financial position at the end of the reporting period was as follows:

|                                |  |            |          |                 |            |
|--------------------------------|--|------------|----------|-----------------|------------|
| Friends of Heptonstall Museum  |  | Charity No | 1200045  |                 |            |
|                                |  | Company No | CEO29967 |                 |            |
| Annual accounts for the period |  |            |          |                 |            |
| Period start date              |  | 12/08/2022 | To       | Period end date | 31/03/2023 |

### Section A Statement of financial activities (including summary income and expenditure account)

| Recommended categories by activity   | Guidance Note | Unrestricted funds<br>£ | Restricted income funds<br>£ | Endowment funds<br>£ | Total funds<br>£ | Prior year funds<br>£ |
|--|---------------|-------------------------|------------------------------|----------------------|------------------|-----------------------|
|  |               | F01                     | F02                          | F03                  | F04              | F05                   |
| <b>Income (Note 3)</b>   |               |                         |                              |                      |                  |                       |
| <b>Income and endowments from:</b>   |               |                         |                              |                      |                  |                       |
| Donations and legacies   | S01           | 4,689                   | -                            | -                    | 4,689            | -                     |
| Charitable activities  | S02           | 364                     | -                            | -                    | 364              | -                     |
| Other trading activities   | S03           | 1,633                   | -                            | -                    | 1,633            | -                     |
| Investments  | S04           | -                       | -                            | -                    | -                | -                     |
| Separate material item of income   | S05           | -                       | -                            | -                    | -                | -                     |
| Other  | S06           | -                       | -                            | -                    | -                | -                     |
| <b>Total</b>   | S07           | 6,687                   | -                            | -                    | 6,687            | -                     |
| <b>Expenditure (Notes 6)</b>   |               |                         |                              |                      |                  |                       |
| <b>Expenditure on:</b>   |               |                         |                              |                      |                  |                       |
| Raising funds  | S08           | -                       | -                            | -                    | -                | -                     |
| Charitable activities  | S09           | 290                     | -                            | -                    | 290              | -                     |
| Separate material expense item   | S10           |                         |                              |                      |                  |                       |
| Other  | S11           | 2,082                   | -                            | -                    | 2,082            | -                     |
| <b>Total</b>   | S12           | 2,372                   | -                            | -                    | 2,372            | -                     |
| <b>Net income/(expenditure) before tax for the reporting period</b>        | S13           | 4,315                   | -                            | -                    | 4,315            | -                     |
| Tax payable  | S14           | -                       | -                            | -                    | -                | -                     |
| <b>Net income/(expenditure) after tax before investment gains/(losses)</b> | S15           | 4,315                   | -                            | -                    | 4,315            | -                     |
| Net gains/(losses) on investments  | S16           | -                       | -                            | -                    | -                | -                     |
| <b>Net income/(expenditure)</b>  | S17           | 4,315                   | -                            | -                    | 4,315            | -                     |
| <b>Extraordinary items</b>   | S18           | -                       | -                            | -                    | -                | -                     |
| <b>Transfers between funds</b>   | S19           | -                       | -                            | -                    | -                | -                     |
| <b>Other recognised gains/(losses):</b>                                    |               |                         |                              |                      |                  |                       |
| Gains and losses on revaluation of fixed assets for the charity's own use  | S20           | -                       | -                            | -                    | -                | -                     |
| Other gains/(losses)   | S21           | -                       | -                            | -                    | -                | -                     |
| <b>Net movement in funds</b>   | S22           | 4,315                   | -                            | -                    | 4,315            | -                     |
| <b>Reconciliation of funds:</b>  |               |                         |                              |                      |                  |                       |
| Total funds brought forward  | S23           | -                       | -                            | -                    | -                | -                     |
| <b>Total funds carried forward</b>   | S24           | 4,315                   | -                            | -                    | 4,315            | -                     |

## **Reserves Policy**

At Heptonstall Museum we are committed to forward planning to protect the charity from unexpected events such as an unplanned significant repair cost, a sudden change in visitor numbers or being able to develop the museum in the future to improve the visitor experience. Reserves are the funds which we set aside to cover those possible future events. In addition, there are occasions when a donor will provide funds for a specific purpose only. That can mean that the funds are held and spent over a number of years on that intended purpose so need to be carried forward in the accounts.

To be clear in all our reporting we distinguish all funds as either 'restricted' or 'unrestricted' in terms of showing how the funds can and will be spent. Any funds given for a restricted reason will have that reason detailed and it will be made clear when the funds have been spent. For unrestricted funds, monies that can be used for any purpose, it will be made clear whether the trustees are moving any amounts to one side to potentially fund specific future events. Any funds so set aside will be marked as 'designated' and the reasons for the earmarking will be given. The reporting will also show when funds are taken from this designated fund and why.

This process of considering future need etc is part of a risk-based approach which aims to protect the museum from sudden and unplanned changes. The trustees monitor and review the need for reserves each year and then plan how they can build up sufficient reserve to mitigate any risk. This Reserves Policy may be revised as the needs of the museum change.

## **Structure, Governance and Management**

The Friends of Heptonstall Museum is a Charitable Incorporated Organisation, governed by a constitution. New trustees are selected by the charity's existing trustees with regard to the skills, knowledge and experience needed for the effective administration of the CIO. No other body is entitled to appoint trustees.

Trustees of the Charity at the end of the year were:

Tim Machin (Chair)

Linda Maynard (Project Officer and Secretary)

Michael Crowley

Nicola Jones

Jules McGonigle

Rebecca Land

Nat Edwards

Gemma Outen

Bankers: Unity Trust Bank PLC

Trustees have met monthly via Zoom. All trustees have had regard to the Charity Commission's guidance on public benefit.

|                                |            |            |                 |            |  |
|--------------------------------|------------|------------|-----------------|------------|--|
| Friends of Heptonstall Museum  |            | Charity No | 1200045         |            |  |
|                                |            | Company No | CEO29967        |            |  |
| Annual accounts for the period |            |            |                 |            |  |
| Period start date              | 12/08/2022 | To         | Period end date | 31/03/2023 |  |

## Section A Statement of financial activities (including summary income and expenditure account)

### Recommended categories by activity

#### Income (Note 3)

##### Income and endowments from:

Donations and legacies

Charitable activities

Other trading activities

Investments

Separate material item of income

Other

**Total**

#### Expenditure (Notes 6)

##### Expenditure on:

Raising funds

Charitable activities

Separate material expense item

Other

**Total**

#### Net income/(expenditure) before tax for the reporting period

Tax payable

#### Net income/(expenditure) after tax before investment gains/(losses)

Net gains/(losses) on investments

#### Net income/(expenditure)

##### Extraordinary items

##### Transfers between funds

##### Other recognised gains/(losses):

Gains and losses on revaluation of fixed assets for the charity's own use

Other gains/(losses)

#### Net movement in funds

#### Reconciliation of funds:

Total funds brought forward

#### Total funds carried forward

Guidance Note

|     | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total funds<br>£<br>F04 | Prior year funds<br>£<br>F05 |
|-----|--------------------------------|-------------------------------------|-----------------------------|-------------------------|------------------------------|
| S01 | 4,689                          | -                                   | -                           | 4,689                   | -                            |
| S02 | 364                            | -                                   | -                           | 364                     | -                            |
| S03 | 1,633                          | -                                   | -                           | 1,633                   | -                            |
| S04 | -                              | -                                   | -                           | -                       | -                            |
| S05 | -                              | -                                   | -                           | -                       | -                            |
| S06 | -                              | -                                   | -                           | -                       | -                            |
| S07 | 6,687                          | -                                   | -                           | 6,687                   | -                            |
| S08 | -                              | -                                   | -                           | -                       | -                            |
| S09 | 290                            | -                                   | -                           | 290                     | -                            |
| S10 | -                              | -                                   | -                           | -                       | -                            |
| S11 | 2,082                          | -                                   | -                           | 2,082                   | -                            |
| S12 | 2,372                          | -                                   | -                           | 2,372                   | -                            |
| S13 | 4,315                          | -                                   | -                           | 4,315                   | -                            |
| S14 | -                              | -                                   | -                           | -                       | -                            |
| S15 | 4,315                          | -                                   | -                           | 4,315                   | -                            |
| S16 | -                              | -                                   | -                           | -                       | -                            |
| S17 | 4,315                          | -                                   | -                           | 4,315                   | -                            |
| S18 | -                              | -                                   | -                           | -                       | -                            |
| S19 | -                              | -                                   | -                           | -                       | -                            |
| S20 | -                              | -                                   | -                           | -                       | -                            |
| S21 | -                              | -                                   | -                           | -                       | -                            |
| S22 | 4,315                          | -                                   | -                           | 4,315                   | -                            |
| S23 | -                              | -                                   | -                           | -                       | -                            |
| S24 | 4,315                          | -                                   | -                           | 4,315                   | -                            |



**Section B Balance sheet**

|   | Guidance Note | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total this year<br>£<br>F04 | Total last year<br>£<br>F05 |
|---|---------------|--------------------------------|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Fixed assets</b>   |               |                                |                                     |                             |                             |                             |
| Intangible assets (Note 15)                                     | B01           | -                              | -                                   | -                           | -                           | -                           |
| Tangible assets (Note 14)                                       | B02           | -                              | -                                   | -                           | -                           | -                           |
| Heritage assets (Note 16)                                       | B03           | -                              | -                                   | -                           | -                           | -                           |
| Investments (Note 17)   | B04           | -                              | -                                   | -                           | -                           | -                           |
| <b>Total fixed assets</b>                                       | B05           | -                              | -                                   | -                           | -                           | -                           |
| <b>Current assets</b>   |               |                                |                                     |                             |                             |                             |
| Stocks (Note 18)  | B06           | -                              | -                                   | -                           | -                           | -                           |
| Debtors (Note 19)   | B07           | -                              | -                                   | -                           | -                           | -                           |
| Investments (Note 17.4)   | B08           | -                              | -                                   | -                           | -                           | -                           |
| Cash at bank and in hand (Note 24)                              | B09           | 4,315                          | -                                   | -                           | 4,315                       | -                           |
| <b>Total current assets</b>                                     | B10           | 4,315                          | -                                   | -                           | 4,315                       | -                           |
| <b>Creditors: amounts falling due within one year</b> (Note 20) | B11           | -                              | -                                   | -                           | -                           | -                           |
| <b>Net current assets/(liabilities)</b>                         | B12           | 4,315                          | -                                   | -                           | 4,315                       | -                           |
| <b>Total assets less current liabilities</b>                    | B13           | 4,315                          | -                                   | -                           | 4,315                       | -                           |
| <b>Creditors: amounts falling due after one year</b> (Note 20)  | B14           | -                              | -                                   | -                           | -                           | -                           |
| <b>Provisions for liabilities</b>                               | B15           | -                              | -                                   | -                           | -                           | -                           |
| <b>Total net assets or liabilities</b>                          | B16           | 4,315                          | -                                   | -                           | 4,315                       | -                           |
| <b>Funds of the Charity</b>                                     |               |                                |                                     |                             |                             |                             |
| Endowment funds (Note 27)                                       | B17           | -                              | -                                   | -                           | -                           | -                           |
| Restricted income funds (Note 27)                               | B18           | -                              | -                                   | -                           | -                           | -                           |
| Unrestricted funds  | B19           | 4,315                          | -                                   | -                           | 4,315                       | -                           |
| Revaluation reserve   | B20           | -                              | -                                   | -                           | -                           | -                           |
| Fair value reserve  | B21           | -                              | -                                   | -                           | -                           | -                           |
| <b>Total funds</b>  | B22           | 4,315                          | -                                   | -                           | 4,315                       | -                           |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

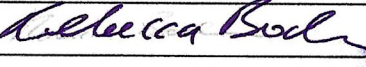
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed by one or two trustees/directors on behalf of all the trustees/directors

| Print Name | Date of approval<br>dd/mm/yyyy |
|------------|--------------------------------|
| Tim Machin | 28/02/2024                     |
|            |                                |

Signature of director authenticating accounts being sent to Companies House

| Signature  | Date<br>dd/mm/yyyy |
|--|--------------------|
|  | 29.2.2024          |
| Rebecca Boden  | Print name         |

|  |  |
|--|--|
| <b>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS102 SORP.</b> |  |
|--|--|

#### 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS102 SORP).

|      |                                     |                        |
|------|-------------------------------------|------------------------|
| Yes* | <input checked="" type="checkbox"/> | * -Tick as appropriate |
| No*  | <input type="checkbox"/>            |                        |

**Please disclose:**

|  |  |
|--|--|
| <b>(i) the nature of any changes;</b>  |  |
| <b>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</b> |  |
| <b>(iii) where practicable, the effect of the change in one or more future periods.</b>                          |  |

#### 1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS102 SORP).

|      |                          |                        |
|------|--------------------------|------------------------|
| Yes* | <input type="checkbox"/> | * -Tick as appropriate |
| No*  | <input type="checkbox"/> |                        |

**Please disclose:**

|  |  |
|--|--|
| <b>(i) the nature of the prior period error;</b>   |  |
| <b>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</b> |  |
| <b>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</b>                 |  |

## Note 1 Basis of preparation

*This section should be completed by all charities.*

## 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- and with\* ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with\* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

☒

\* -Tick as appropriate

## 1.2 Going concern

*If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:*

An explanation as to those factors that support the conclusion that the charity is a going concern;

**Not applicable**

Disclosure of any uncertainties that make the going concern assumption doubtful;

**Not applicable**

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

**Not applicable**

## 1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note { }.

Yes\*

☐

No\*

\* -Tick as appropriate

*Please disclose:*

|  |  |
|--|--|
| <b>(i) the nature of the change in accounting policy;</b>  |  |
| <b>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</b> |  |